

Glen Ellyn Library Foundation Board Meeting Minutes
January 10, 2024
Glen Ellyn Public Library Third Floor Boardroom

- I. The January 10, 2024 meeting was called to order at 9:31 a.m. in the GEPL third-floor board room. Present were President Gina Meyers, Vice President Peter Cooper, Treasurer Merrill Rajeck (via Zoom), Secretary Molly Mattaliano and Board Members Kelley Kalinich, Jim Meyers and Marlene Slansky. Also present were GEPL Executive Director Dawn Bussey and Development Officer Carrie Gowans.
- II. Gina Meyers introduced the Board nominees: Molly McGinnis, Didi Foth and Keith Mote (potential).
 - I. Approval of Minutes from November 1, 2023. Jim motioned. Molly seconded. The Minutes were approved unanimously.
 - II. Board President Report (Gina Meyers)
 - A. She thanked the Board Members for their active participation over the past year, especially on the Silver Ball. She read a thank-you note from Mary Ann Deaton, Library Board President.
 - B. She thanked Dawn and the library staff for their support – especially their assistance with the Silver Ball and the Makerspace demonstrations.
 - C. She presented highlights from 2023: The Silver ball raised \$270,000. The Foundation database was updated. Investments are going well. The Foundation has had great exposure in the community including the newsletter, article in Stroll magazine, article in Neighbors. The Foundation joined the Chamber of Commerce. The Foundation Webpage was updated.
- III. Treasurer Report – Review Fourth Quarter 2023
 - A. Treasurer Merrill Rajeck reported a major disbursement of \$100,000 for the Makerspace. \$590,163.79 was the Foundation’s market value at the end of 2023. The portfolio did well in the 4th quarter with a 9.2% investment return. We have shifted check writing to our account at the Glen Ellyn Bank and Trust; we only wrote one check from the Schwab account. Ending balance in the G.E. Bank and Trust account was \$14,085.
 - B. Merrill reported we are right on target with our asset allocation plan. He might add more bonds since interest rates might rise. He noted that the checking account balance review lines up with the Google Doc Carrie provided. Kelley noted that 4th quarter donations were up a bit. Merrill will file the 990 report in April and give copies to Dawn. Kelley made a motion to approve the Treasurer’s report; Jim seconded. All approved.
- IV. Library Director’s Report (Dawn Bussey)
 - A. She reported that the Library has been busier than usual, especially the 2nd floor. They ran out of space--added extra tables /folding chairs. For kids studying, comfort dogs and cats were brought in. High school kids are returning to the library after the pandemic. During a rainy senior week, many high schoolers came to the library to play board games. The Drive-up window is still busy; 3x the visits as before the pandemic.
 - B. 2nd Floor update: Phase 1 underway. Phase 2 will start September 1 to include 3 more study rooms on the 2nd floor. The library will condense the nonfiction area to allow for the rooms. Lighting above the collections will be upgraded.
 - C. The Youth Department is planning a 2025 refresh with more study rooms. Architects will create two spaces out of one. Peter asked if increased library usage is just in GE or all over. Other libraries are not reporting the uptick in usage, but this is anecdotal. Dawn wants to reach out to her peers to see what they are seeing. More staff are needed to meet the higher demand for classes.
 - D. Makerspace update: construction started Monday. Goal for the soft opening is July. Everything must be tested. Dawn wants the Foundation Board to have a preview. Marlene commended the library staff. She said they are welcoming and helpful. Dawn can hire 2 part-time people to help with the makerspace; really needs 4 part-timers. The makerspace will have limited hours. Kelley said we don’t want people to be frustrated. Several machines need helpers.

- E. Passport revenue is helpful--made over \$60K from this service.
 - F. Jim asked Dawn what other needs they have. She said the locker service is in high demand and plans to expand the lockers at a cost of 15K. She asked if the Foundation would want to fund this. Books are delivered 3 days per week. The van is used more now including for adult outreach programs.
- V. Development Director Report
- A. Giving Tuesday: Had a goal of \$2,500; 600 emails sent asking for donations. \$538.64 raised. \$4,300 was raised at the end of the year; Giving Tuesday publicity and awareness could have helped. Received \$2,500 from an anonymous donor.
 - B. Website Enhancement: Requested Board Member headshots and bios. Our website design is limited because we're part of the library webpage. Updates include: Message from the President, GELF logo at the top; online donation form.
 - C. Public Relations: Articles in Stroll (December) and Neighbors of GE (Jan). Revised the GELF brochure. Targeting more young families by reaching out to GE moms' groups. Carrie and any Board Member can speak about the Foundation at Glen Ellyn Chamber of Commerce meetings. Molly said we should have a targeted approach to publications we appear in.
 - D. Donor Relations: Holiday cards sent to 40 large donors. The top donor list will be shared with board members. This year will be more strategic. Carrie will meet once a month with Dawn.
 - E. Prospects/Grant Research: Carrie said we don't do this. There are online classes and databases for grants. Carrie will send a list to board members.
 - F. Donor Reception: Potential date to be held at the Library on Friday, May 17th at 7pm - a sneak peek to the Makerspace.
 - G. A joint event with Friends (Human Experience) will be on July 26. Mocktails and food will be served.
- VI. Old Business
- A. Kelley motioned to add Molly and Didi to the Foundation board. Peter seconded. All approved.
 - B. April 25 has been set for an "off-site" Strategic Planning meeting from 9 a.m.to noon. Room TBD.
 - C. Mary Lou Skalkos' name plate has been completed; approx cost \$150. Molly will inform Mary Lou.
- VII. New Business
- A. Set 2024 meeting dates: March 6, May 22, September 11, November 6 starting at 9:30.
 - B. Kelley, Marlene, Dawn will be on the 2023 Financial Review Subcommittee.
 - C. The Library asked for \$162 for the Staff Service Award. Peter motioned; Kelley seconded. All approved.

The meeting adjourned at 11:35 a.m.